

# Appendix R-3: Project Checklist Restoration

## Restoration Projects Require the Following:

This checklist is meant as a tool to help sponsors manage their deliverables to RCO once their projects are funded. Additional requirements may apply to your restoration project. Please refer to Section 7 of *Manual 18, Salmon Recovery Grants* and [Manual 5, Restoration Projects](#) for more information on all requirements and procedures for restoration projects.

- ☐ **Annual billing** to RCO at a minimum. Refer to project milestones to see if more are required for your project.
- ☐ **Progress reports** to RCO twice a year. Progress reports can be entered directly into PRISM and are reviewed and accepted by the grants manager.

## Pre-Agreement

- ☐ **Land Certification Form.** Sponsors of ALL restoration projects must submit [Appendix S: Land Certification Form](#) before RCO issues a project agreement. The intent of this form is to ensure that the sponsor has reviewed property information and that there are no existing deed restrictions, liens, easements, or other encumbrances that would impede construction, operation, or maintenance of the project.

## Pre-Construction or Implementation

- ☐ **Landowner agreement** required for SRFB projects occurring on land that is NOT owned by the project sponsor ([Appendix L](#)). The landowner agreement is required before the start of construction. The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the applicant for project implementation, inspection, maintenance, and

monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and describes and assigns project monitoring and maintenance responsibilities. The landowner agreement must remain in effect for at least 10 years from the project agreement completion date. Applicants may use the SRFB's landowner agreement or other approved agreement formats. (Note that other agreement formats must be approved by RCO before you start construction). Landowner agreements are not required for sponsor-owned land.

- ☐ **Review of conceptual and/or preliminary designs** should be submitted to grants manager for review, if required by your project scope of work or agreement special conditions. See your agreement special conditions or [Appendix D](#) in *Manual 18, Salmon Recovery Grants*, for a description of expected design deliverables.
- ☐ **Final design/construction drawings**, design report, construction quantities and costs, technical specifications, and bid documents should be submitted to grants manager for review. These documents must be submitted at least two weeks before advertising for bids, or two weeks before construction if the project won't go to bid. See your agreement special conditions or *Manual 18, Salmon Recovery Grants*, [Appendix D](#) for a description of expected final design deliverables.
- ☐ **Documentation confirming cultural resources consultation complete.** RCO requires documented compliance with Washington State Executive Order 05-05 and/or Section 106 of the National Historic Preservation Act, whichever are applicable to the project. RCO will issue a notice to proceed when appropriate documentation has been received.

## During Construction

- ☐ Any change orders that significantly change the project scope also must be submitted for review. Review by RCO staff is to ensure compliance with the project agreement.

## Post Construction or Implementation

- ☐ **Post-construction as-built drawings** should be submitted, if different from final design.
- ☐ **Stewardship plan.** **Stewardship plans apply only to restoration projects on land owned or controlled by the project sponsor.** When applicable, a stewardship plan is required to be submitted with the final documentation at the close of the project to ensure site is maintained and/or monitored for at least 10 years. Applicants may use the outline in [Appendix M-2](#). For land not owned by project sponsor, the landowner agreement is required instead to document the commitment to maintain and monitor the site for at least 10 years.

- ☐ **Submit photographs** of the completed project.
- ☐ **Acknowledgement and signs.** Provide a copy or photograph of signs, as appropriate.
- ☐ **Restoration final report.** Enter final report directly into PRISM. A final report must be submitted in PRISM before closing the project. This is where the sponsor will verify all project metrics.
- ☐ **Project inspection** by RCO grants manager. Sponsor should be sure this is scheduled before closing the project and the final reimbursement payment.
- ☐ **Final reimbursement request.** Sponsor must submit final billing to RCO within 90 days of project complete milestone date.